

Hall of Records  
CommissionPROJECT FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-37PAGE  
NO.

1. Requesting Agency

CAROLINE COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. CORRESPONDENCEQuantity:  $\frac{1}{2}$  cubic foot

Dates: 1930 - -

File Arrangement: Alphabetical

Annual Accumulation: Less than  $\frac{1}{4}$  cubic footDisposable Amount:  $\frac{1}{4}$  cubic foot

Correspondence with individuals, private firms, various State and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. LICENSES

Quantity: 5 cubic feet

Dates: 1950 - -

File Arrangement: Chronological

Annual Accumulation: 1 cubic foot

Disposable Amount: 2 cubic feet

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

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7. Agency, Division or Bureau Representative

*Ralph Horsey, Clerk of Circuit Court for Caroline County* Nov. 30, 1955  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/8/55 *Morris S. Radloff*  
Date Archivist

DEC 13 1955

Date

Secretary

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2.

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Amusement	Horse and Jack
Billiard Table	Laundry
Bowling Alley	Motion Picture Show
Carnival	Motion Picture Machine
Chain Store	Music Box
Cigarette	Plumbers and Gasfitters
Circus	Restaurant or Eating Place
Clammers	Show
Cleaning, Dyeing & Pressing	Soda Water Fountain
Construction Firm or Company	Theatre
Duck Blind	Tongers
Fishing	Trader
Garage	Vending Machine
Hawker and Peddler	Wholesale Dealers in Farm Machinery

All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent "License Books." Total amounts received each month for licenses are recorded in the Receipts and Disbursements book, which is the permanent financial record of the office.

**RECOMMENDATION:** RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPT BOOKS

Quantity: 5 cubic feet  
Dates: 1950 - -  
File Arrangement: Chronological  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 2 cubic feet  
Audited by: State

A single receipt form is prepared in duplicate for any money received by the Clerk's office. The original is given to the payor, and the copy remains in the receipt book. Monthly totals of amounts receipted for are recorded in the Receipts and Disbursements book, which is the permanent financial record of the county.

**RECOMMENDATION:** RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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BOARD OF PUBLIC WORKS

Date DEC 13 1955

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4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 5 cubic feet  
Dates: 1950 - -  
File Arrangement: Chronological  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 2 cubic feet  
Audited by: State

This item includes the following accounting records, used as supporting data to the final book of entry. Monthly totals of the transactions which they concern are recorded in the Receipts and Disbursements book, which is the permanent financial record of the Clerk's office.

Paid invoices, bills, and receipts for office supplies and services connected with the housekeeping operations of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller

Daily Office Receipt records, listing money received by the Clerk's office each day.

Copies of payrolls and supporting documents sent to the Employees' Retirement System

Correspondence with the State Comptroller and other State officials on fiscal matters.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. TEMPORARY DOCKETS

Quantity: 15 cubic feet  
Dates: 1898 - -  
File Arrangement: By court term  
Annual Accumulation:  $\frac{1}{2}$  cubic foot  
Disposable Amount: 13 cubic feet

A temporary docket of Civil Cases, Criminal Cases, Recognizances, and Appeals is made by the Clerk for the use of the bench while court is in session. This docket is a convenience for the judges and not a formal record of court proceedings. All court proceedings required by law to be recorded are recorded in the permanent Civil

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*[Signature]*  
Secretary

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6. RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY

Quantity: 75 cubic feet  
Dates: 1789 - -  
File Arrangement: Chronological  
Annual Accumulations: 2 cubic feet  
Disposable Amount: 39 cubic feet

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, and Section 57, Article 21, Annotated Code of Maryland, 1951 Edition, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code cited above.

- A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR 25 YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.
- B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

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Date DEC 13 1955

*[Signature]*  
Secretary